

Syllabus Worksheet

Course Information

Course Title	
Professor(s) and ATs	
Office Hours	
Mode of Teaching	
Synchronous Class Sessions	
Other Scheduled Activities	

Major Assignments (include quizzes, reviews, exams)

Graded Activity	Due Date	% Final Grade	Grade

Essential Information

What is the course attendance policy?	
Is there a participation grade?	
What typically happens in synchronous class sessions? (Examples: lecture, discussion, lab work, group activities, problem sets)	
What asynchronous components are there? When are they due? (Examples: video lectures, discussion forums, journaling)	
Is there regular homework? When are they due? (Examples: reading assignments, workbook exercises, problem sets)	
What regular and ongoing work should be done for this course? (Examples: organizing notes, practicing concepts, active studying)	
Where can you get help? (Examples: classmate, AT sessions, professor office hours, tutoring, Writing Center, Speaking Center)	
What else do you need to remember about this course?	